



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



DARLENE GREEN
Comptroller

DR. KENNETH M. STONE, CPA
Internal Audit Executive

Internal Audit Section

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March 10, 2011

John Stephenson, Executive Director
Municipal Information Systems, Inc.
100 N. Jefferson Ave
St. Louis, MO 63103

RE: Supportive Housing Program (HPRP) (Project #2011-HOM04)

Dear Mr. Stephenson:

Enclosed is a report of the fiscal monitoring review of Municipal Information Systems, Inc., a not-for-profit organization, HPRP program, for the period July 29, 2009 through August 31, 2010. The scope of a fiscal monitoring review is less than an audit, and as such, we do not express an opinion on the financial operations of Municipal Information Systems, Inc. Fieldwork was completed on October 7, 2010.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* and through an agreement with the City of St. Louis, Department of Human Services (DHS) to provide fiscal monitoring to all federal grant sub-recipients.

If you have any questions, please contact the Internal Audit Section at (314) 622-4723.

Sincerely,

Dr. Kenneth M. Stone, CPA
Internal Audit Executive

Enclosure

cc: Ron Hicks, Fiscal Manager, DHS
Antoinette Triplett, Manager II, Homeless Services - DHS



CITY OF ST. LOUIS

**DEPARTMENT OF HUMAN SERVICES (DHS)
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING
PROGRAM (HPRP)**

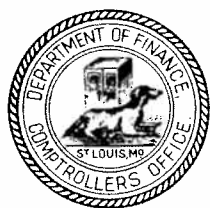
**MUNICIPAL INFORMATION SYSTEMS, INC.
CONTRACT #60780
CFDA #14.257**

**FISCAL MONITORING REVIEW
JULY 29, 2009 THROUGH AUGUST 31, 2010**

PROJECT #2011-HOM04

DATE ISSUED: MARCH 10, 2011

**Prepared by:
The Internal Audit Section**



OFFICE OF THE COMPTROLLER

HONORABLE DARLENE GREEN, COMPTROLLER

**CITY OF ST. LOUIS
DEPARTMENT OF HUMAN SERVICES (DHS) - HOMELESS SERVICES
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM
MUNICIPAL INFORMATION SYSTEM, INC.
FISCAL MONITORING REVIEW
JULY 29, 2009 THROUGH AUGUST 31, 2010**

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INTRODUCTION

Background

Contract Name: Municipal Information Systems, Inc.

Contract Number: 60780

CFDA Number: 14.257

Contract Period: October 1, 2009 through July 28, 2012

Contract Amount: \$120,000

The contract provided Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds to Municipal Information Systems, Inc. (Agency) to provide professional data management services to meet the needs of non-profit service providers in the states of Missouri, Baltimore, Maryland, and parts of Illinois.

Purpose

The purpose of the review was to determine the Agency's compliance with federal, state and local DHS requirements for the period July 29, 2009, through August 31, 2010, and make recommendations for improvements as considered necessary.

Scope and Methodology

Inquiries were made regarding the Agency's internal controls relating to the grant administered by Department of Human Services (DHS). Evidence was tested supporting the reports the Agency submitted to DHS and other procedures were performed as considered necessary. Fieldwork was completed on October 7, 2010.

Exit Conference

An exit conference was not considered necessary because there were no current observations.

SUMMARY OF OBSERVATIONS

Conclusion

No evidence was found to suggest that the Agency did not fully comply with federal, state and local DHS requirements.

Status of Prior Observations

The Agency did not have a previous fiscal monitoring report for the HPRP grant.

A-133 Status

According to a letter received from the Agency, it did not expend \$500,000 or more in federal funds in its fiscal year ended July 31, 2010.

Summary of Current Observations

There were no current observations.